



Hastings Hockey Boosters – Role Responsibilities

Title:	Web Administrator/I.T.
Elected/Appointed:	Appointed
Voting Status:	Non-Voting Member
Term:	2 Years
Benefits:	Satisfies Dibs Requirements
Reports To:	Vice President

Job Overview:

The Web Administrator is responsible for Hastings Hockey website maintenance, registration page set-up, website security, SportsEngine coordination and set-up, HHB email administration and additional website/technology needs as requested.

Responsibilities and Duties:

- **Pre-Season**
 - Work with Level Directors on team set-ups, email set-ups, and general on-boarding through SportsEngine
 - Create Registrations through SportsEngine (Players, Coaches, Tournaments, Etc.)
 - Create Team Pages through SportsEngine (Per level for boys and girls)
 - Create survey reports for registration information through SportsEngine
 - Set-up GameSheet for all teams who will be utilizing the platform for Hastings Hockey and establish permissions to the appropriate team leads (coaches and team managers)
- **During Season**
 - Update permissions for team pages within SportsEngine
 - Troubleshoot and repair technology issues as they arise
 - Help new users to navigate SportsEngine
- **Post Season**
 - Update Board member details (emails, mobile #'s, etc.) within SportsEngine
 - "Clean-Up" team pages after season has ended
 - Train your successor at the end of your term
- **On-Going Duties:**
 - Update and maintain Hastings Hockey website as needed
 - Update and maintain all Hastings Hockey social media platforms
 - Update and maintain GameSheet information as needed
 - Attend monthly Hastings Hockey Board meetings
 - Promote Hastings Hockey
 - Research and promote to HHB board members new technologies that would improve the day-to-day operations of Hastings Hockey Board of Directors, coaches, athletes and HHB's members.



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Desired Skills:

- Strong Communication Skills
- Strong Organizational Skills
- Technology/IT background
- Open to new ideas as well as ability to promote new ideas as opportunities arise
- Team Oriented
- Positive, helpful attitude
- Ability to attend monthly HHB board meetings
- Ability to assist with projects and the general responsibilities of the identified role within a timely manner